

RANDOLPH SOUTHERN JR./SR. HIGH SCHOOL



TEACHER HANDBOOK

2023-2024

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INTRODUCTION

Great teachers are those who have the greatest impact on students! Inspiring students is integral to ensuring their success and encouraging them to fulfill their potential. Students who are inspired by their teachers can accomplish amazing things, and that motivation almost always stays with them. Inspiration can also take many forms, from helping a pupil through the academic year and the short-term goals, to guiding them toward their future goals. As a member of the Randolph Southern learning community, you are asked to give your personal best each day to inspire students to achieve their personal best each day. Together, we inspire!

Words of Wisdom from Mrs. Sarah Reed

- If you need help, ask. Walk next door or down the hall and ask for help
- Change is inevitable. Just because you have done something the same way for a long time doesn't mean it's the best way.
- Teach to your strengths, but never forget that in each classroom, you have students who learn in different ways.
- Listen! Hear what students and colleagues are saying.
- Find the awesome in each student. It's there, even if it is hidden under layers of self defense.

ABSENCE PROCEDURES

When an absence is necessary, please contact the central Sub Caller (Deborah Peterson) as soon as possible at 765 874-1579 call or text this number. In case of illness, please call either the night before or between 6:00 a.m. – 6:30 a.m. on the day of the absence. If you are unable to call between these times, contact the high school.

ACCIDENT REPORTING

Any student or staff member requiring medical attention is to be reported on the incident report form: one copy for the superintendent's and one for the high school office. Any student head injury is to follow the above with a call home or a note if no one can be reached. Please list witnesses, if any, on the incident form.

ACTIVITY CALENDAR

Please approve all activities with the principal and assistant principal before placing them on the calendar. The official calendar is in the principal's office. Students sent to the office to place activities on the calendar should have those activities approved and signed by the appropriate sponsor.

IDENTIFICATION BADGES

Each year teachers and staff members will have a picture taken for the yearbook and identification badge. The badge is to be worn during the school day.

AUTOMATED NOTIFICATION SYSTEM

Students and teachers who have completed the proper form will be notified by the automated notification system of school delays, cancellations, or other pertinent information. Notifications may be sent in the form of voice, text, Twitter, or Facebook.

ANNOUNCEMENTS

Announcements will be made at the beginning and end of the school day. Please use the designated Google Doc and submit announcements by 7:55 AM and/or 2:50 PM.

ATTENDANCE

Attendance is to be entered into PowerSchool each period that students are scheduled to be in your class. Attendance must be taken within the first few minutes after the tardy bell has rung. **During periods 2-7, report to the office any students who are not in your class and not on the absence or sign out lists.**

CADETS

Teachers using cadets are responsible for them. Do not allow them the freedom to come and go as they please. When they leave your room, be sure they promptly carry out their assignment. They should never loiter anywhere. Do not send cadets to the library to study without a library pass.

The school secretaries, guidance counselor, and principal will utilize office cadets. When they come to your room they are doing so by request. If there is a problem, please consult the person that sent them.

CLASSROOM PROCEDURES

A. Beginning of class

Teachers are to set a good example to the students by **being in the room and ready to begin class when the bell rings.** Students should be in the classroom when the bell rings. Make it a rule that any student that enters your classroom must take their

seat unless they have permission from you to do otherwise. Use the following tardy policy for each semester:

Tardiness is undesirable and will not be tolerated. A student that is tardy to school in the morning will report to the principal's office and receive an admission pass to class. A student is tardy to class if he/she is not in the room when the final bell rings. Teachers will keep track of tardies and report students to the office when tardies become excessive. When a student has received **3** tardies, he/she will receive 1 hour after school detention. When a student receives tardies 4-8 they will be assigned Friday School. When a student has received 9 tardies he/she will receive 2 days of out of school suspension and assigned to suspension school.

B. During Class

Do not excuse students from the classroom unless it is critical. Allowing students to go to their lockers or the restroom should occur only in case of an emergency. In the event they are excused, issue a pass. No students should be in the halls during class periods without a pass. Students are to sign in and out of your classroom.

If a student is late to class because another teacher or administrator has detained them, the student must have a pass signed by that teacher, administrator, or office secretary. Please do not detain students unless it is absolutely necessary. Any student arriving late without a pass is to be counted tardy.

Students who are charged to your care are your responsibility and are not to be left unsupervised at any time. If you must leave the room, alert your neighboring teacher to the situation so that he/she might supervise your students. Please remember this also applies to after school activities.

C. End of Class

Please do not allow students, including cadets, to leave your class or stand at the classroom door until you dismiss them. The bell is a signal to teachers that classes are over, not an automatic dismissal for students. This practice will also make it easier to ensure that students do not run out of the classroom and into the halls.

DANCE POLICY

School dances are a sponsored event and must be approved by the principal. All dances should be scheduled at the beginning of the school year. Rules for the dances are as follows:

1. Students attending the dance must be signed up for random drug testing.
2. Only Randolph Southern students may attend unless special

permission is granted by the principal.

3. Anyone leaving the building before the end of the dance will not be allowed to return.
4. The dance will be closed one hour after starting. No one will be allowed to enter after this time.
5. Four chaperones are needed for the dance – including two teachers or administrators.
6. Any group leader that sponsors a dance is encouraged to chaperone a dance for another group that sponsors a dance.
7. All regular school policies are in effect.
8. All dances will be on Friday nights or immediately following Friday basketball games unless special circumstances exist (Prom, Jr. High Spring Fling).
9. All planning details must be submitted to the principal by the Monday before the dance or it will be canceled.

Disciplinary Chart

The chart below is to serve as a guide to students as to the recommended disciplinary procedures which may be used at Randolph Southern Jr. Sr. High School. Students who choose to misbehave will bear the consequences of their actions. Offenses not addressed on the chart will be handled in a manner consistent with the overall disciplinary philosophy of Randolph Southern Jr./Sr. High School.

VIOLATION	FIRST REPORT	SECOND REPORT	THIRD REPORT
Alcohol Violation	OSS & Rec. Expulsion		
Bullying (See Page 10 for Definition) <i>* Bullying consequences may be considered when students commit offenses that may fall into other categories on this chart</i>	1 day ISS or OSS & Bullying Education Course - Offense is logged as 1st bullying offense in discipline tracker.	2-5 days OSS & Court Appearance - Offense is logged as 2nd bullying offense in discipline tracker.	4-10 days OSS & Rec. Expulsion - Offense is logged as 3rd bullying offense in discipline tracker.
Cell Phone/ Electronic Device	Device Confiscated	1 Day ISS & Parent Pickup	2 Days ISS & Parent Pickup
Cheating/Plagiarism	“0” on assignment	Failure for grading period	Failure for semester
Classroom Disruption Insubordination	1 Pd. - 1 day ISS	1 Day ISS	2 Days ISS or 1 day OSS
Defacing Property	Restitution and 1 Day ISS	Restitution and 1-3 Days OSS & Court Appearance	Restitution, OSS & Rec. Expulsion
Driving Violation	Warning	2 weeks no driving/1 day ISS.	Loss of driving priv./ 1 day OSS & Court Appearance

Drug Violation/ Paraphernalia	OSS & Rec. Expulsion		
False Attendance Call	1 Day ISS	1 Day OSS & Court Appearance	3 Days OSS
Fighting	2-4 Days OSS	4-10 Days OSS	OSS & Rec. Expulsion
Food or Drink Violation	Warning	1 Day ISS	2 Days ISS
Forgery or misuse of a pass	1 Day ISS	2-3 Days ISS	1-3 Days OSS
Inappropriate Affection	1 pd - 1 day ISS	2 Days ISS	1-3 Days OSS
Inappropriate Dress	Change &/or 1 pd-1 day ISS	Change & 1 Day ISS	Change & 1 Day ISS + 1 Day OSS
Inapp. Lang./Gesture to another student	1 pd - 1 day ISS	2 Days ISS	1-3 Days OSS
Inapp. Lang./ Gesture to an Employee	2-4 Days OSS	4-10 Days OSS & Court Appearance	10 Days OSS & Rec. Expulsion
Leaving Class without Permission/ Out Of Area	1 Day ISS	2 Days ISS	1-2 Days OSS
Leaving School without Permission	2 Days ISS	2-4 Days OSS & Court Appearance	10 Days OSS & Rec. Expulsion
Major Theft	Restitution, 5 days OSS, & Court Appearance	OSS & Rec. Expulsion	
Minor Theft	Restitution and 1 Day ISS	Restitution & 2 Days OSS	Restitution, 5-10 Days OSS, and Court Appearance
Physical Attack on Staff/Student	OSS & Rec. Expulsion		
Possessing a Weapon	OSS & Rec. Expulsion		
Serious Defiance/ Insubordination	1-2 Days ISS	3-5 Days OSS & Court Appearance	5-10 Days OSS
Serious Disruption in School	1 Day ISS		5-10 Days OSS

		3-5 Days OSS & Court Appearance	
Skipping Class/Truancy	After School Detention	Friday School	2-5 Days OSS & Court Appearance
Skipping Friday School/After School Detention	2 Day Friday Schools/After School Detention	2 Day Friday Schools/After School Detention and 1 Day ISS	2 Days OSS
Threat to an Employee	OSS & Rec. Expulsion		
Threat to a Student	1 pd - 1 day ISS	2 Days ISS	1-3 Days OSS
False Reporting	1 pd - 1 day ISS	1 Day OSS	3-5 Days OSS

***The principal reserves the right to adjust discipline from the discipline chart.**

LEGEND:

ISS In School Suspension

OSS Out of School Suspension

Court Appearance Must appear in Randolph County Circuit Court at a designated date and time for disciplinary hearing (not a criminal hearing).

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the criteria in the appendix, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions. IC 20-33-8-14 Sec. 14 (b) gives grounds for suspension or expulsion.

It is critical that teachers exert fundamental disciplinary control over students in their classes and elsewhere in the building. Whenever you observe students violating specific school rules or rules of etiquette, please act accordingly and with good judgment. If the matter is major and/or you feel that you cannot properly handle it, either see that the student gets to the office or call the office for assistance.

The following steps should be followed for disciplinary and classwork matters:

A. Minor Discipline Problems

1. Warning (discussion with student). Do not send students to the office to sit.
2. Contact parent. If you are not able to reach a parent, notify the principal.
3. Refer students to the assistant principal using the email software and write up the student utilizing the Powerschool Discipline Tracker software.
 - a. The student(s) and the assistant principal will meet to discuss the referral.
 - b. The student(s) will be informed of the discipline to be administered.

- c. Parents will be notified of discipline referral.
 - d. Referral is added to the student's discipline file.
- B. Major Discipline Problems

1. Refer student to assistant principal utilizing the email software and Powerschool Discipline Tracker software
 - a. The student(s) and the assistant principal will meet to discuss the referral.
 - b. The student(s) will be informed of the discipline to be administered.
 - c. Parents will be notified of discipline referral.
 - d. Referral is added to the student's discipline file.
2. Parents are contacted either by phone or written notification in the case of both in-school detentions and out-of-school suspensions. Discipline forms will also be forwarded to the Superintendent's office.
3. If the building principal anticipates recommending expulsion, your presence may be requested for a conference.

C. Friday After School Detention

1. Students will be assigned to Friday Detention by the assistant principal. The primary purpose is to target absences, incomplete and homework.

D. Athletic

See athletic handbook for corporation policy. The athletic handbook will be updated at a minimum of every two years.

E. Expulsions

Only the Superintendent has the authority to expel a student. The principal makes recommendations to the Superintendent.

F. Suspensions

An administrator may suspend for up to 10 days. Teachers may remove students from class for only one day. Removing a student from class for one day requires you to send a discipline referral form to the office to allow the incident to be kept in the student's record. A student's grade cannot be affected negatively due to a suspension or removal from class. The student must be afforded an opportunity to make-up work. If you remove a student for a class period, send the student to the principal's office.

G. Corporal Punishment

Only the principal may administer corporal punishment. Corporal punishment will be used as an alternative to suspension(s).

DUPLICATING MATERIAL

There are two copy machines located in the office and library for your use. Please seek proper training before using the machine. Please report copier problems or errors to the office staff. Do not attempt to repair the machines.

VIRTUAL-LEARNING

Staff will be in attendance unless we are unable to attend due to weather. Classes will begin at 8am unless a two hour delay is called. If a two hour delay is called, classes will begin at 10am. A traditional cancellation may also be imposed in the event of extended inclement weather or unforeseen circumstances.

Virtual Learning is considered a school day by the Indiana Department of Education and a contracted day for teachers. Students will be required to complete work. Teachers must provide instruction through Google starting at 8am and will follow the normal bell schedule. If a two hour delay is called, the teacher must provide instruction through Google starting at 10am and will follow the two hour delay bell schedule. Teachers are responsible for submitting attendance reports during virtual learning.

EMERGENCY DRILLS

A. Tornado Drill

Upon hearing the tornado signal, proceed with your class quickly and quietly to the assigned areas designated by the Emergency flip chart located in your room. The class should remain quiet. Remain in the assigned areas until you receive further instructions. If you are not able to leave the room in time, move the class to an inside wall and face away from the windows. If you do not have time to move to the wall, instruct students to put their heads down on their desks and cover the back of their necks with clasped hands and a hardback book.

There will be one (1) tornado drill per semester.

B. Fire Drill Instructions

Exit routes are to be posted in each room.

1. Teachers must close all windows, turn out lights, close classroom doors, and take class record books.
2. Walk to your designated place and remain there until the return bell signal is sounded.
3. Classroom order is to be maintained at all times.

4. Teachers must stay with your class.
 5. Report any missing students to the office or principal.
- There will be one fire drill per month of school.**

C. Emergency Lockdown Drill

1. There will be one (1) lockdown drill per semester of school.
2. Lockdown procedures are listed in the Emergency flip chart and on page 8 of the Crisis Response Handbook.
 - a. Lights must be turned off, doors are locked, blinds are pulled down, and students must remain quiet and out of sight.
 - b. Pull students into your room from the hallway.
 - c. Listen for further instruction from administration and/or law enforcement.
 - d. Utilize the card system (No Card (trouble), Red Card (trouble), and Green Card (no trouble)).
 - e. Do not open the door for anyone.

EQUIPMENT AND BUILDING USE

School equipment should be used for school related purposes and on the school grounds. Exceptions to this must be made by the building principal. If the need arises for you to use the building after normal school hours, approval should be given by the principal.

EVALUATIONS

Evaluations will be administered by the state guidelines (RISE).

The principal will make classroom visits throughout the year and endeavor to make substantial and constructive contributions. These observations will usually be followed up with a personal conference. Every teacher will be evaluated.

SCHOOL BUDGET AND EXTRA-CURRICULAR ACCOUNTS

Please discuss how you should account for your group's money with the high school Secretary/Treasurer.

Guidelines:

1. Accounts cannot be overdrawn.
2. All money submitted to the Treasurer must specify the account that will be credited accompanied with documentation of how the funds were accumulated. Please use form SA 8.
3. Signed purchase orders must be turned in to the Treasurer with invoices or a copy of an invoice attached. (Checks will be written on Tuesday & Friday)
4. As a sponsor, be sure checks get to the office by the next school day.

- Banks can refuse checks that are six months old.
5. Cash must be submitted each day. Do not keep money in your room overnight.

FACULTY MEETINGS/TEAM MEETINGS

Faculty meetings will be scheduled when needed. Dates for faculty meetings are listed below. Team meetings will be scheduled by team leaders. Attendance at faculty and team meetings are expected. Emergency meetings will be called with as much advance notice as possible. Prep periods will be utilized for some meetings with individual teachers.

Scheduled faculty meetings for the 2023-24 school year:

Faculty meetings are scheduled for August 9, August 23, September 13, October 4, November 1, January 3, February 7, March 6, April 10, May 1, May 23. Additional meetings will be added as needed. Meeting will be held in the Google room, and they will begin at 3:10.

FIELD TRIPS

Arrangements for field trips are made through the principal's office by teachers or sponsors. A field trip form must be submitted to the principal and approved by the principal and the Superintendent. If the trip is out of state or requires an overnight stay, the trip must also be approved by the Board of Trustees. Field trips should be avoided the last two weeks of school and the last two weeks of the first semester. ALL field trips will depend on funding and availability of a bus driver(s).

Field trips:

1. Must promote the written educational goals of the class or school.
2. Should enhance a class-related learning objective.
3. Should be scheduled after school hours whenever possible.
4. Should represent a unique opportunity for the participants.
5. Must be approved by the principal, Superintendent, and the board (if out of state or overnight).
6. Proper bus supervision is required on all field trips. Teachers, chaperones and any adult supervisors are to station themselves throughout the bus for better supervision.
7. A list of students going on field trips should be issued at least one week in advance. Be sure to give a copy to the office & cafeteria.
8. Student roster & student emergency contact sheet must be taken on field trips.
9. Parent chaperones must have a background check conducted by the office prior to departure.

Students may be denied field trip privileges if attendance or disciplinary problems exist. No student will be allowed to go on the trip without a signed consent form from his or her parents.

NOTE: No Field Trips will be granted during school hours within two weeks of final exams.

FOOD AND DRINK

Do not allow students to have food or drink in the room during class time. Water is permissible in class. All school personnel must follow this practice. Special permission may be obtained when food and drink are an educational part of the class. Approval must be given by the principal.

FUNDRAISING

- A. The teacher submits an anticipated Fundraising Form for approval.
- B. After the completion of the fundraising period, the Fundraising Financial Report must be turned in to the principal and submitted to the school board for review.
- C. Minor: In-school fundraising

Student groups may sell fundraising items in school if given permission by the principal, the group's sponsor, Superintendent, and the Board of School Trustees. Fundraising for the first semester should be scheduled during September and in January for the second semester.

- B. Major: Door-to-door canvassing

There are five major fundraisers that are permitted at Randolph Southern Jr./Sr. High School:

1. Band
2. Senior Class
3. Yearbook
4. Junior Class
5. Athletic Department (Various seasonal sports)

KEYS & PROXIMITY SWIPE CARDS

Keys and swipe cards are assigned as needed. The teacher must submit a swipe card form to the principal and maintenance director. The teacher is responsible for keys and must not allow students to have or use them. Report any missing keys to the office immediately.

LENGTH OF DAY

Teachers need to arrive by 7:50 a.m. and are free to depart at 3:20 p.m. Fridays are more flexible in that you are free to leave as soon as the buses have departed. Occasionally meetings will be held immediately after school.

LESSON PLANS

A. Regular Lessons

Lesson plans should be developed by clearly focusing on the Indiana Academic Standards. Lessons should follow the Scope and Sequencing chart for each nine (9) weeks and semester.

Plan books can be used to show general direction but also need to show clear expected learning outcomes. Plan books will certainly help each teacher remain focused on the goals. It will also help substitute teachers in your absence. Teachers are to utilize Google Classroom to post student assignments, lesson plans and general classroom information for students and parents to view.

Lesson plans for each class must be prepared in advance and shown to be available to the principal upon request. Plans must include the expected learning objective, tasks/activities to undertake during the lesson, materials/equipment required, textbook/online reference, Indiana Academic Standard, and assignments (if any).

B. Emergency Lesson Plans

In the absence of regular detailed lesson plans described above, please have an emergency folder that contains at least three days' worth of directions for a guest teacher to follow. If you do not feel that a "guest" can teach your class properly, then create plans that require students to use previously learned skills. Make these plans clear!

C. PowerSchool

1. Attendance is to be taken each period.
2. Grades are to be updated before you leave each Friday (test scores may be entered up to 1 week after completion).
3. Be sure that each grade entered has a designation as to whether it is a quiz, homework, etc.
4. PowerSchool gradebooks will be reviewed periodically.
5. Teachers should maintain at least two grades per week for each student.

D. Grading Scale

The Jr./Sr. High School grading scale is based on the following percentages:

100 – 97.5	A+
97.0 – 92.5	A
92.0 – 89.5	A-
89.0 – 87.5	B+
87.0 – 82.5	B
82.0 – 79.5	B-
79.0 – 77.5	C+
77.0 – 72.5	C
72.0 – 69.5	C-
69.0 – 67.5	D+
67.0 – 62.5	D
62.0 – 59.5	D-

E. Students in danger of failing

- 1. Students and parents are to be notified when a student is in danger of failing by the midpoint of each grading period.**
 - a. Teachers are to keep a log of parent contact (email, phone, conference, assignment book, etc.)**
 - b. A list of students in danger of failing is to be submitted by the teacher to the principal by the midpoint of each grading period**
- 2. A parent conference is to be held by the midpoint of each grading period for students in danger of failing**
 - a. The purpose of the meeting is to address the barriers to student success**
 - b. A remedial plan will be developed to address deficiencies**

MEDIA CENTER

The media center is a resource area for students to do research for class projects, check out materials, read books, magazines, etc. In order to promote this concept, teachers should send students to the library using the following guidelines:

1. Teachers planning research projects should give the librarian a list of what research is being assigned. Include the dates when the project will begin.
2. Classroom teachers need to reserve the media center at least two (2) days ahead of time.

3. Students needing to use the media center will be issued a pass by a teacher. This pass will allow them to go to the library immediately after attendance has been taken.
4. Students will sign in and out at the circulation desk.
5. Students are not to be sent to the media center to isolate them from class.

MAKE-UP WORK

Class work missed shall be made up. The student is responsible for contacting the teacher for make-up work and assignments immediately upon return to school. Students have one (1) day to make up work for each day absent per board policy [\(5200\)](#).

PARTIES

Class parties must have the approval of the principal and should not have food or drink served. Exceptions to this must be approved by the building principal.

PASSES

Students out of class must have a pass from the teacher to whom they are assigned. Teachers are encouraged to check student passes and to communicate with other teachers when applicable. **Students are not to leave your room the first 10 minutes and the last 10 minutes of the class period.**

PARKING

All Jr./Sr. High School teachers are to park in the South Parking Lot.

PURCHASE ORDERS (Corporation)

Corporation purchase orders utilize school corporation funds. Any equipment, materials, or supplies requires the use of a corporation purchase order form. The following steps are utilized for corporation purchase orders:

1. Teachers, supervisors, and other authorized personnel are to complete the form with all the required information. To facilitate ordering and filing, it is essential that all pertinent data be furnished on the purchase order. The shipping location, quantity, type, color, size, cost, and approximate shipping cost must be included on the order.
2. The purchase order is submitted to their supervisor for approval.
3. The purchase order is submitted to Central Office for processing and approval by the Superintendent.
4. The order will be encumbered with appropriation account number from school funds.
5. A copy of the approved purchase order will be sent back to each respective office and the secretary will order the equipment, materials, or supplies.

6. Deliveries will be made to the high school office, elementary office, or Central Office. Building administrators are accountable and responsible for the deliveries designated to their care.
7. The packing slip of the delivery will be cross referenced by the secretary or staff member that made the order to verify all items have been received and to make notation of any back order items.
8. The secretary or staff member will sign and date the packing order and purchase order to be sent to Central Office.
9. Central Office will make payment once all items are received and documentation is submitted.

PURCHASE ORDERS (Extracurricular)

Extra-Curricular purchase orders utilize internal accounts at the high school or elementary. Examples of Extracurricular accounts are: Concessions, Yearbook, Jr. High Trip, Room 230 Inc., Athletic, or 6th Grade Camp. Each school has a bonded secretary that serves as the treasurer of those accounts. The bonded secretary is responsible for receiving monies, issuing checks, and balancing accounts. The following steps are utilized for extra-curricular purchase orders:

1. The teacher, academic/athletic coach, or club sponsor makes a request to purchase equipment, supplies, and materials to his/her immediate supervisor.
2. The teacher, academic/athletic coach, or club sponsor must complete the internal purchase order/claim for payment and submit it to the building principal for approval. No order can be processed without principal approval and signature.
3. The secretary at each office will check fund accounts to ensure there is enough money to pay for the purchase.
4. The secretary at each building will order the equipment, materials, or supplies.
5. Deliveries will be made to the high school office, elementary office, or Central Office. Building administrators are accountable and responsible for the deliveries designated to their care.
6. The packing slip of the delivery will be cross referenced by the secretary or staff member that made the order to verify all items have been received and to make notation of any back order items.
7. The secretary or staff member will sign and date the packing order and purchase order. A copy of this information will be given to the respective parties making the order.
8. The packing order and purchase order will remain at each respective office for auditory and accounting purposes.
9. Each respective secretary will make payment once all items are received and documentation is submitted.

REPORT CARDS

Grades are to be in the computer by 3:25 p.m. two days before the date of distribution. Report cards will be distributed during the last period of the day.

Grading Period	Ends	Date of Distribution
1	10-6-2023	10-18-2023
2	12-21-2023	01-12-2024
3	03-8-2024	03-15-2024
4	05-22-2024	Mailed out to Parents

SCHOOL DELAYS

On the days when we have a **1-hour delay** due to inclement weather, the following schedule will prevail:

9:00 - 9:43	Period 1
9:47 - 10:30	Period 2
10:34 -11:17	Period 3
11:21 -12:34	Period 4
11:17 -11:47	A Lunch Classroom 11:51-12:34
12:04 -12:34	B Lunch Classroom 11:21-12:04
12:38 -1:24	Period 5
1:28 -2:11	Period 6
2:15 -3:02	Period 7

On the days when we have a **2-hour delay** due to inclement weather, the following schedule will prevail:

10:00 -10:35	Period 1
10:39 -11:14	Period 2
11:18 -11:53	Period 3
11:57 -12:32	Period 4
11:53 -12:23	A Lunch Classroom 12:27-1:03
12:33 -1:03	B Lunch Classroom 11:57-12:33
1:07 - 1:42	Period 5
1:46 - 2:22	Period 6
2:26 - 3:03	Period 7

SEMESTER TEST POLICY

Teachers are required to give a semester test at the close of each semester. The principal must approve exceptions to this policy. Junior High exposure class teachers are not required to give semester tests for those classes.

SUPERVISION

Room: It is important that students be properly supervised when they are in the building. Students will be allowed to enter the building hallways at 7:45 a.m. Teachers need to be supervising students at this time. Please have your rooms open and available for students to enter.

Halls: Teachers without a Home Room will be assigned hallway duty or class coverage for homeroom. Teachers must supervise the halls when students are going to and from lunch. All teachers must supervise the halls at the end of the day. It is extremely important that students see your presence. Supervision in hallways and the classroom will go a long way toward inhibiting disruptions and mischief.

Convocations: Teachers need to attend all convocations. Teachers on their prep period must attend convocations. Inappropriate behavior conducted by students will not be tolerated. Contact the principal if the student does not follow the teachers' verbal directive.

Restrooms: Please patrol restroom areas in your classroom's immediate vicinity. Walk through restrooms occasionally.

SUPPLIES

Most supplies should be ordered one time a year (early spring). Be sure to order what will be used during the year and do not stockpile supplies.

TELEPHONES

School phones are for school business. Each teacher is assigned a code that must be entered after the number is dialed. Personal long distance calls cannot be charged to the school. Teachers must use a calling card. Remember that the school phone lines need to be open for business.

TEXTBOOKS

All textbooks should be inventoried for damage when students are given a book. Keep the inventory sheets and assess fines at the end of the school year based on the following criteria:

<u>Description of Textbook</u>	<u>Fine</u>
Lost, stolen, or damaged beyond repair	Replacement Cost
Torn or defaced cover	\$3.00
Book out or nearly out of binder	\$3.00
Writing or drawing on pages	\$1.00 per page
Torn pages	\$1.00 per page
Bent or folded	\$5.00
Misc.	\$2.00

NOTE: No fine will exceed the replacement cost of the book. Fines may be waived by the principal. Direct any questions to the principal.

RESPONSIBILITY OF TEACHERS

In the event that provisions of this handbook cannot be followed, it is the responsibility of the teacher to notify the principal as to the reason(s) for noncompliance.

BEHAVIOR EXPECTATIONS FOR (Faculty, Staff and Volunteers Who Work with Students)

Because of concerns for the safety of our students, we have increased our security measures. In an effort to ensure that individuals who work with our students are indeed suitable for such contact, we ask that you read and adhere to the following.

The Adult Behavioral Expectations give faculty, staff, and volunteers the opportunity to reaffirm their commitment and dedication to the well-being of young people. Students are to be treated with respect, dignity, and attention given to individual needs.

In my role as a faculty member, staff member or volunteer of Randolph Southern School Corporation, I:

- *Accept my responsibility to represent Randolph Southern School Corporation with dignity and pride by being a positive role model for youth.*
- *Conduct myself in a courteous, respectful manner, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.*
- *Respect, adhere, and enforce the rules, policies, and guidelines established by the Randolph School Corporation, including all laws related to child abuse, any form of harassment, sexual or otherwise, and substance abuse.*
- *Under no circumstances allow or consume alcohol or illegal drugs at school events or activities. I understand that use of, or being under the influence of, alcohol or illegal drugs while in the presence of students at a school program or activity may result in my termination.*
- *Recognize that verbal, physical, or sexual abuse, failure to comply with the equal opportunity and anti-discrimination laws, or committing criminal acts may*

be grounds for termination from my position as a faculty member, staff member or volunteer.

- *Respect confidentiality in regard to sensitive issues concerning students and/or the school.*
- *Follow the RSSC Internet Use Policy for technology and understand that the network and computer that I use are public property and anything done on them is open to public scrutiny.*